

ADMINISTRATIVE - INTERNAL USE ONLY

ORD-1518-78

29 November 1978

MEMORANDUM FOR: Chairman, Special Panel
SUBJECT: Promotion Recommendation for
[redacted]
GS-05 to GS-06

STAT

1. [redacted] joined ORD on 18 August 1977 as a Clerk Typist. She was assigned to the Data Processing Research Division.

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2. Since joining the Data Processing Research Division, [redacted] has been functioning as a junior secretary. She is responsible for providing secretarial support to the Information Processing Branch. She has performed her duties in a commendable fashion and has demonstrated that she can perform at a GS-06 level. She has produced efficiently under stringent deadline conditions and with a heavy workload, which is necessary in our environment. She also sets high standards for herself, and seeks excellence in all her work. She maintains a good working relationship with other office personnel.

STAT

3. I recommend that [redacted] be promoted from GS-05 to GS-06.

STAT

STAT

[redacted]
Chief, Data Processing Research
Office of Research and Development

RECOMMEND APPROVAL:

STAT

[redacted]

11/30/79
Date

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GS-05 to GS-06

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APPROVED:

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1 DEC 1978

Date

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